CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

<u>**AIRPORT OPERATIONS ASSISTANT**</u>

<u>**DEFINITION**</u>**:**

Under general supervision, to perform a variety of airport operations, public contact and routine enforcement work at the City's general aviation airports; and to perform related work.

* <u>**EXAMPLES OF DUTIES**</u>**:**

- Operates and services airport navigational aids;
- Makes official weather observations;
- Operates radio communication equipment;
- Conducts routine inspections of leaseholdings to ensure compliance with lease provisions and City regulations;
- Responds to tenant complaints;
- Enforces airport noise abatement regulations;
- Drafts notices of violation and citations;
- Advises public of FAA and City airport regulations;
- Provides information to users and visitors;
- Collects landing fees;
- Operates airport rescue and firefighting vehicles to patrol runways and perform emergency services;
- Makes physical facility security checks;
- Arranges facilities for special events;
- Prepares routine letters and reports;
- Performs minor maintenance of airport facilities.

<u>**MINIMUM QUALIFICATIONS**</u>**:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of experience in airport operations, including airport management, airport operational maintenance, or air traffic control. Possession of a Commercial Pilot's License with an Instrument Rating or Military Aviation Rating, or an Associate of Arts degree in Airport Flight Operations or Aviation Management may be substituted for the required experience. Possession of a valid California Class C Driver's License, and a U.S. Weather Bureau Certificate within 60 days of hire.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.